

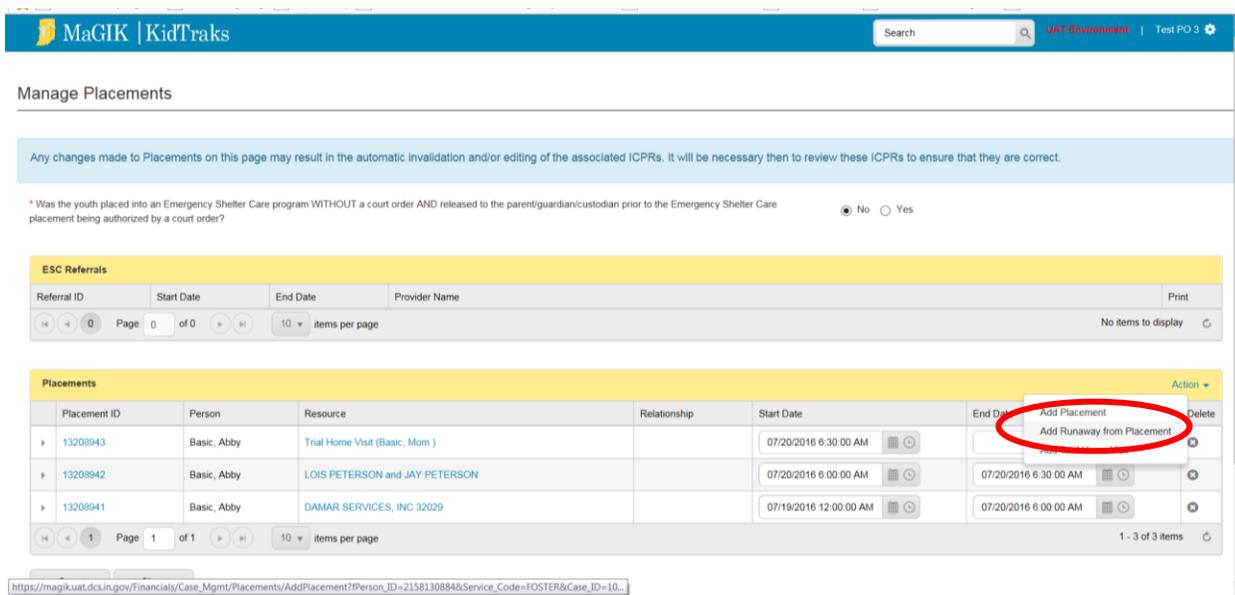
	INDIANA DEPARTMENT OF CHILD SERVICES PROBATION SERVICES MANUAL	
	Chapter 2: Placements	Effective Date: 9/30/2016
	Section 10: Runaway	Version: 1

GUIDANCE

When a youth runs from an out of home placement (residential, relative, foster care, non-relative, Trial Home Visit) multiple processes will need to be completed in Kidtraks. These include: entering the runaway in the placement page, National Child Missing and Exploited Children Form, and the Human Trafficking Screener Tool.

Add Runaway from Placement

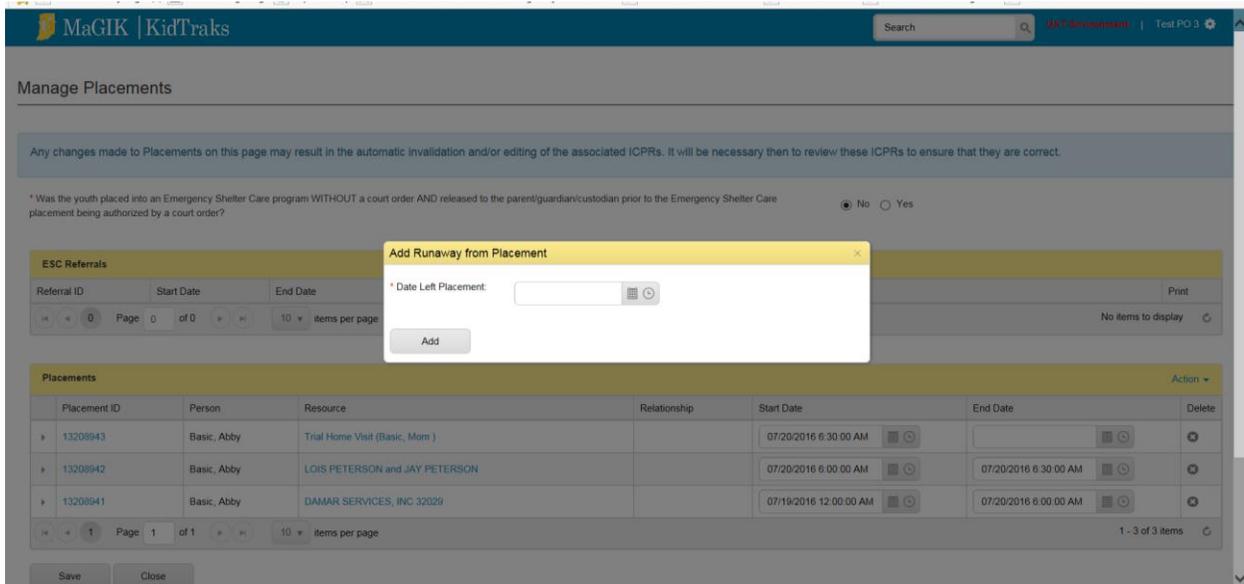
Navigate to the “Placements” link on the left side of the screen. Choose “Manage”. Once in the Manage placements screen, click on the “Action” link then choose, “Add Runaway From Placement”.



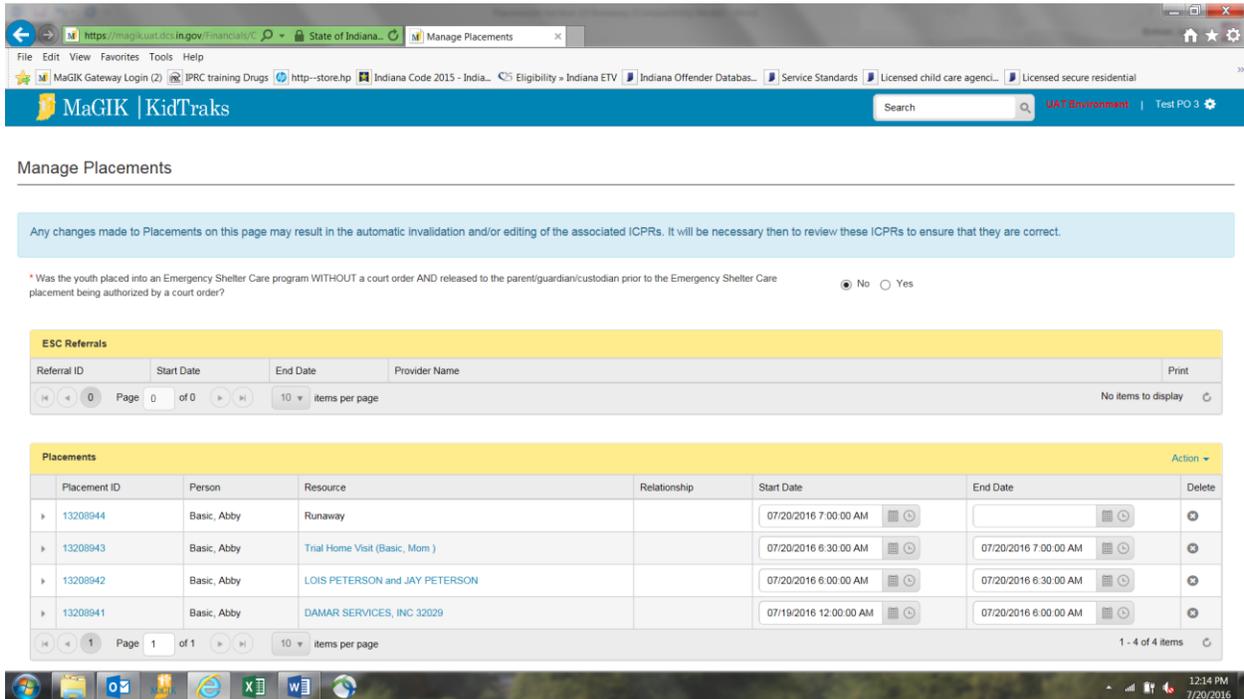
The screenshot shows the 'Manage Placements' interface. At the top, there's a search bar and user information. Below that, a message states: 'Any changes made to Placements on this page may result in the automatic invalidation and/or editing of the associated ICPRs. It will be necessary then to review these ICPRs to ensure that they are correct.' A checkbox question asks: '*Was the youth placed into an Emergency Shelter Care program WITHOUT a court order AND released to the parent/guardian/custodian prior to the Emergency Shelter Care placement being authorized by a court order?' with 'No' selected. Below this is an 'ESC Referrals' table with 0 items. The main section is 'Placements', which contains a table with 3 rows. The 'Action' column for the first row is circled in red, showing 'Add Placement' and 'Add Runaway from Placement' options.

Placement ID	Person	Resource	Relationship	Start Date	End Date	Action
13208943	Basic, Abby	Trial Home Visit (Basic, Mom)		07/20/2016 6:30:00 AM		Add Placement Add Runaway from Placement
13208942	Basic, Abby	LOIS PETERSON and JAY PETERSON		07/20/2016 6:00:00 AM	07/20/2016 6:30:00 AM	
13208941	Basic, Abby	DAMAR SERVICES, INC 32029		07/19/2016 12:00:00 AM	07/20/2016 6:00:00 AM	

Upon clicking “Add Runaway from Placement”, a pop up screen will be enabled that simply asks for the date and approximate time that the child ran away. Click on the calendar to enter the date; click on the clock to enter the time. Click “Add” and the data will auto populate onto the placement history page. To exit the pop up screen without saving, X in the upper right hand corner.



The Runaway event has been added. Click on “Save” then “Close” and you will be redirected back to the Placements Page.



Completing and submitting the NCMEC Form
Completing the Screener Tool